

Timber Sale Handbook

State of Wisconsin
Department of Natural Resources
P.O. Box 7921, Madison WI 53707-7921
dnr.wi.gov

Timber Sale Contractor Checklist Pre-Sale Meeting

Form 2460-009 (R 4/06)

Date: _____

Sale #: _____

Contractor: _____

On Site Forester: _____

Phone#: _____

Phone#: _____

Check all items discussed or covered during the pre-startup meeting. Put N/A (not applicable) to items that do not apply.

Checked Item	Timber Sale Issue	Comments / Decisions made
	1. Review sale area to discuss treatment types and how delineated in field.	
	2. Plan of operation and progression of work. Equipment to be used. Start/completion dates.	
	3. Location of roads, landings, and stream / wetland crossings	
	4. Specifications of roads, landings, and stream / wetland crossings	
	5. Appropriate permits obtained (e.g. stream crossing, highway access, etc.)	
	6.	
	7. BMP issues	
	8. Aesthetic concerns and requirements	
	9. Residual timber damage and rutting	
	10. Utilization standards	
	10 Slash & stump height requirements	
	11. Scaling system (e.g. Haul tickets, woods scale, lump sum). Placement of ticket box. Schedule of log scaling	
	12. Wood conversion factors	
	13. Log and bolt specifications	

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	14. Decking and sorting requirements	
	15. Designated contractor contact and phone number(s).	
	16. Currency of insurance certificates and LOC.	
	17. Payment provisions (e.g. advanced payment, interest charges, deferred payment time frames)	
	18. Gate maintenance, repair & closure. Issuance and return of keys	
	19. Spill prevention & control including trash cleanup	
	20. Seasonal restrictions	
	21. Special conditions and/or restrictions	
	22. Removal and treatment of non-merchantable timber	
	23. Site preparation requirements	
	24. Sale closeout requirements – (roads, landings, culverts, slash disposal, etc.)	
	25. Contract expiration / extension policy	
	26. Protection of resources (endangered resources, survey markers, property lines, etc.	
	27. Training Certificate on File	

Additional comments: _____

DNR / County Representative signature

Date: _____

Contractor Representative signature

Date: _____